

**REPORT OF THE AUDIT OF THE
BOYLE COUNTY
SHERIFF'S SETTLEMENT - 2003 TAXES**

April 23, 2004



**CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
www.auditor.ky.gov**

**105 SEA HERO ROAD, SUITE 2
FRANKFORT, KY 40601-5404
TELEPHONE 502.573.0050
FACSIMILE 502.573.0067**



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Ernie Fletcher, Governor
Robbie Rudolph, Secretary
Finance and Administration Cabinet
Honorable Tony W. Wilder, Boyle County Judge/Executive
Honorable Michael LeeRoy Hardin, Boyle County Sheriff
Members of the Boyle County Fiscal Court

The enclosed report prepared by Carpenter, Mountjoy & Bressler, PSC, Certified Public Accountants, presents the Boyle County Sheriff's Settlement - 2003 Taxes as of April 23, 2004.

We engaged Carpenter, Mountjoy & Bressler, PSC to perform the financial audit of this statement. We worked closely with the firm during our report review process; Carpenter, Mountjoy & Bressler, PSC evaluated the Boyle County Sheriff's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

Crit Luallen
Auditor of Public Accounts

Enclosure



**REPORT OF THE AUDIT OF THE
BOYLE COUNTY
SHERIFF'S SETTLEMENT - 2003 TAXES**

April 23, 2004

EXECUTIVE SUMMARY
AUDIT EXAMINATION OF THE
BOYLE COUNTY
SHERIFF'S SETTLEMENT - 2003 TAXES

April 23, 2004

Carpenter, Mountjoy & Bressler, PSC has completed the audit of the Sheriff's Settlement - 2003 Taxes for Boyle County Sheriff as of April 23, 2004. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

The Sheriff collected taxes of \$11,922,027 for the districts for 2003 taxes, retaining commissions of \$366,616 to operate the Sheriff's office. The Sheriff distributed taxes of \$11,546,726 to the districts for 2003 Taxes. Taxes of \$26 are due to the districts from the Sheriff and refunds of \$285 are due to the Sheriff from the taxing districts.

Report Comment:

- Lacks Adequate Segregation Of Duties

Deposits:

The Sheriff's deposits were insured and collateralized by bank securities or bonds.

CONTENTS

PAGE

INDEPENDENT AUDITOR'S REPORT	1
SHERIFF'S SETTLEMENT – 2003 TAXES.....	3
NOTES TO FINANCIAL STATEMENT	5
COMMENT AND RECOMMENDATION	9
REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	10

To the People of Kentucky
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Members of the Boyle County Fiscal Court

Independent Auditor's Report

We have audited the Boyle County Sheriff's Settlement - 2003 Taxes as of April 23, 2004. This tax settlement is the responsibility of the Boyle County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Sheriff's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Boyle County Sheriff's taxes charged, credited, and paid as of April 23, 2004, in conformity with the modified cash basis of accounting.

To the People of Kentucky
Honorable Ernie Fletcher, Governor
Robbie Rudolph, Secretary
Finance and Administration Cabinet
Honorable Tony W. Wilder, Boyle County Judge/Executive
Honorable Michael LeeRoy Hardin, Boyle County Sheriff
Members of the Boyle County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated September 16, 2004, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Based on the results of our audit, we present the accompanying comment and recommendation, included herein, which discusses the following report comment:

- Lacks Adequate Segregation Of Duties

Respectfully submitted,

A handwritten signature in black ink that reads "Carpenter, Mountjoy & Bressler, PSC". The signature is written in a cursive, flowing style.

Carpenter, Mountjoy & Bressler, PSC

Audit fieldwork completed -
September 16, 2004

BOYLE COUNTY
MICHAEL LEEROY HARDIN, COUNTY SHERIFF
SHERIFF'S SETTLEMENT - 2003 TAXES

April 23, 2004

<u>Charges</u>	<u>County Taxes</u>	<u>Special Taxing Districts</u>	<u>School Taxes</u>	<u>State Taxes</u>
Real Estate	\$ 605,330	\$ 1,291,199	\$ 6,241,803	\$ 1,519,214
Tangible Personal Property	88,270	270,399	720,390	664,725
Intangible Personal Property				193,490
Fire Protection	298			
Increases Through Exonerations	15	23	179	277
Franchise Corporation	48,801	109,605	418,859	
Additional Billings	48	116	442	
Limestone, Sand, and Mineral Reserves	81	125	973	202
Penalties	2,874	6,356	28,967	8,427
Adjusted to Sheriff's Receipt	2	7		155
Gross Chargeable to Sheriff	<u>\$ 745,719</u>	<u>\$ 1,677,830</u>	<u>\$ 7,411,613</u>	<u>\$ 2,386,490</u>
<u>Credits</u>				
Exonerations	\$ 1,226	\$ 2,437	\$ 12,353	\$ 3,848
Discounts	11,209	25,612	111,575	39,991
Delinquents:				
Real Estate	4,956	11,157	51,431	12,426
Tangible Personal Property	521	909	4,754	3,215
Intangible Personal Property				2,005
Total Credits	<u>\$ 17,912</u>	<u>\$ 40,115</u>	<u>\$ 180,113</u>	<u>\$ 61,485</u>
Taxes Collected	\$ 727,807	\$ 1,637,715	\$ 7,231,500	\$ 2,325,005
Less: Commissions *	<u>31,219</u>	<u>55,510</u>	<u>180,787</u>	<u>99,100</u>
Taxes Due	\$ 696,588	\$ 1,582,205	\$ 7,050,713	\$ 2,225,905
Taxes Paid	696,340	1,581,092	7,045,070	2,224,224
Refunds (Current and Prior Year)	<u>533</u>	<u>1,111</u>	<u>5,624</u>	<u>1,676</u>
Due Districts or (Refund Due Sheriff)		**		
as of Completion of Fieldwork	<u>\$ (285)</u>	<u>\$ 2</u>	<u>\$ 19</u>	<u>\$ 5</u>

* and ** See next page

The accompanying notes are an integral part of this financial statement.

BOYLE COUNTY
 MICHAEL LEEROY HARDIN, COUNTY SHERIFF
 SHERIFF'S SETTLEMENT - 2003 TAXES
 April 23, 2004
 (Continued)

10% on	\$	10,000
4.25% on	\$	4,246,905
2.50% on	\$	7,231,500
1% on	\$	433,622

** Special Taxing Districts:

Library District	\$	1
Health District		<u>1</u>

Due Districts or (Refund Due Sheriff)	\$	<u><u>2</u></u>
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BOYLE COUNTY
NOTES TO FINANCIAL STATEMENT

April 23, 2004

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of April 23, 2004, the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided surety bond which named the Sheriff as beneficiary/obligee on the bond.

BOYLE COUNTY
NOTES TO FINANCIAL STATEMENT
April 23, 2004
(Continued)

Note 3. Tax Collection Period

Property Taxes

The real and personal property tax assessments were levied as of January 1, 2003. Property taxes were billed to finance governmental services for the year ended June 30, 2004. Liens are effective when the tax bills become delinquent. The collection period for these assessments was October 20, 2003, through April 23, 2004.

Note 4. Interest Income

The Boyle County Sheriff earned \$5,561 as interest income on 2003 taxes. The Sheriff distributed the appropriate amount to the school district as required by statute, and the remainder will be used to operate the Sheriff's office. As of September 16, 2004, the Sheriff owes \$3,289 in interest to the school districts and \$2,272 in interest to his fee account.

Note 5. Sheriff's 10% Add-On Fee

The Boyle County Sheriff collected \$37,049 of 10% add-on fees allowed by KRS 134.430(3). This amount will be used to operate the Sheriff's office.

Note 6. Advertising Costs And Fees

The Boyle County Sheriff collected \$1,175 of advertising costs and \$1,206 of advertising fees allowed by KRS 424.330(1) and KRS 134.440(2). The Sheriff distributed the advertising costs to the county as required by statute, and the advertising fees will be used to operate the Sheriff's office.

COMMENT AND RECOMMENDATION

BOYLE COUNTY
MICHAEL LEEROY HARDIN, COUNTY SHERIFF
COMMENT AND RECOMMENDATION

As of April 23, 2004

STATE LAWS AND REGULATIONS

None.

INTERNAL CONTROL - REPORTABLE CONDITION AND MATERIAL WEAKNESS:

Lacks Adequate Segregation Of Duties

We noted a lack of segregation of duties for the internal control structure and its operation that in our judgment is a reportable condition. There is a limited number of staff that are responsible for the receipting, disbursing, recording and reporting duties. Even the Sheriff has statutory authority to assume the role as custodian of monetary assets as well as recorder of transactions and preparer of financial statements, compensating controls are not adequate to exclude the lack of segregation of duties comment. Management has decided to limit the number of personnel responsible for these duties and accepts the risk for a lack of adequate segregation of duties. In order to offset this internal control weakness, we recommend the Sheriff assign duties to another deputy/employee. Duties that should be separated include preparing deposits, reconciling bank statements, opening mail, and preparing and distributing checks. The other deputy/employee should document performing these duties by initialing and dating documentation.

Sheriff's Response:

None.

PRIOR YEAR:

Lacks Adequate Segregation Of Duties

This reportable condition is repeated in the current year audit report.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Tony W. Wilder, Boyle County Judge/Executive
The Honorable Michael LeeRoy Hardin, Boyle County Sheriff
Members of the Boyle County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Boyle County Sheriff's Settlement - 2003 Taxes as of April 23, 2004, and have issued our report thereon dated September 16, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Boyle County Sheriff's Settlement - 2003 Taxes as of April 23, 2004, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Boyle County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. However, we noted a matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement. The reportable condition is described in the accompanying comment and recommendation.

- Lacks Adequate Segregation Of Duties

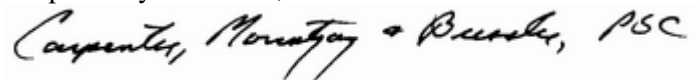
Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Internal Control Over Financial Reporting (Continued)

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider the reportable condition described above to be a material weakness.

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified parties.

Respectfully submitted,

A handwritten signature in black ink that reads "Carpenter, Mountjoy & Bressler, PSC". The signature is written in a cursive, flowing style.

Carpenter, Mountjoy & Bressler, PSC

Audit fieldwork completed -
September 16, 2004

